

Sanitized Copy Approved for Release 2011/07/11 : CIA-RDP87-00812R000400030006-5

OS/  
REGISTRY

Sanitized Copy Approved for Release 2011/07/11 : CIA-RDP87-00812R000400030006-5

~~SECRET~~

29 August 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]

25X1

Director of Security

SUBJECT:

Office of Security Significant Activities  
Week of 22 - 28 August 1985

1. This memorandum is for information only.

2. The activities of the Office of Security during the  
week of 22 to 28 August were highlighted by the following items:

25X1

[REDACTED]

~~SECRET~~

SECRET

25X1

\*d. On 27 August, the Director of Security met with Messrs. Lance Marston and Mark Morse of Hay Associates, the consulting firm hired by the Department of State to implement the Inman Panel recommendation that a Bureau of Security, and specifically, a Diplomatic Security Service, be established. This meeting with the Director of Security was one in a series of meetings on this subject with security representatives from several agencies including NSA and DIA. The program was properly coordinated with the State Department.

\*e. On 22 August, Office of Security and Office of Legislative Liaison representatives met with the new security officer for the Senate Select Committee on Intelligence to provide suggestions for enhancement of the security posture within the Committee. Suggestions were offered in such areas as physical security, policy, administrative procedures and personnel reindotrinations and reeducation.

\*f. During the reporting period, Special Security Center programmers completed writing the necessary software to modify the 4C System (the computerized data base of all Sensitive Compartmented Information accessed personnel within the Intelligence Community) to include a Privacy Act file which will record all disclosures made to 4C consumers from the other existing 4C files. The Department of Justice has determined that such action is necessary to comply with Freedom of Information and Privacy Act requirements.

g. On 28 August, two Physical Security Division managers visited the Defense Intelligence Agency to observe the editing and publication of a DIA Counterintelligence and Counterterrorism Vulnerability Analysis. Insight gained will be beneficial to the Division in reviewing and refining its reporting format for security surveys of the

25X1  
25X1

h. On 27 August, 17 Security Officer trainees completed the Special Agents Training Course. This was the fourth running of the course during the fiscal year and brought the total graduates for the year to 64, a number unsurpassed in recent history. Another class begins in September.

SECRET

**Page Denied**

SUBJECT: Office of Security Significant Activities  
Week of 22 - 28 August 1985

OS/P&M/PPG  (29 August 85)

STAT

Distribution:

- Orig - WANGED
- 1 - D/S
- 1 - OS Registry
- 1 - PPG Chrono
- 1 - DD/PSI
- 1 - DD/PAS
- 1 - DD/TS
- 1 - C/SEG
- 1 - C/PMS
- 1 - C/IRG
- 1 - C/SRD

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ILLEGIB

**SECRET**  
**ROUTING AND TRANSMITTAL SLIP**

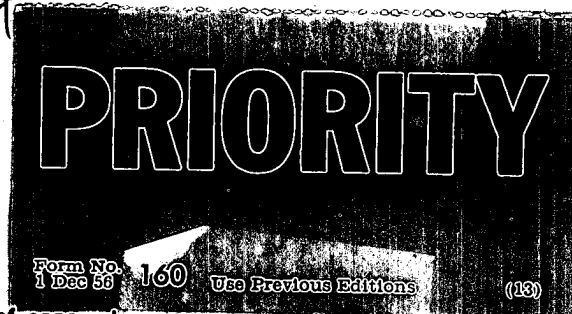
Date 8/27/85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <u>C/Policy Branch</u>	<u>JM</u>	<u>8/28</u>
2. <u>C/PPG</u>	<u>new</u>	<u>8/29</u>
3. <u>DD/PSM</u>	<u>[Signature]</u>	<u>8/29</u>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DDA WEEKLY  
LOG



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, room number, building, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

**SECRET**

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA

29 August 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Security

25X1

SUBJECT:

Office of Security Significant Activities  
Week of 22 - 28 August 1985

1. This memorandum is for information only.
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*San*  
25X1

SECRET



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\**e.d* On 27 August, the Director of Security met with Messrs. Lance Marston and Mark Morse of Hay Associates, the consulting firm hired by the Department of State to implement the Inman Panel recommendation that a Bureau of Security, and specifically, a Diplomatic Security Service, be established. This meeting with the Director of Security was one in a series of meetings on this subject with security representatives from several agencies including NSA and DIA. *The program was properly coordinated with the State Department.*

*no* \**f.f* On 28 August, two Physical Security Division managers visited the Defense Intelligence Agency to observe the editing and publication of a DIA Counterintelligence and Counterterrorism Vulnerability Analysis. Insight gained will be beneficial to the Division in reviewing and refining its reporting format for security surveys of the [redacted]

25X1

25X1

\**g.H* On 22 August, Office of Security and Office of Legislative Liaison representatives met with the new security officer for the Senate Select Committee on Intelligence to provide suggestions for enhancement of the security posture within the Committee. Suggestions were offered in such areas as physical security, policy, administrative procedures and personnel indoctrinations and reeducation.

\**h.A* During the reporting period, Special Security Center programmers completed writing the necessary software to modify the 4C System (the computerized data base of all Sensitive Compartmented Information accessed personnel within the Intelligence Community) to include a Privacy Act file which will record all disclosures made to 4C consumers from the other existing 4C files. The Department of Justice has determined that such action is necessary to comply with Freedom of Information and Privacy Act requirements. ✓

\**i.h* On 27 August, 17 Security Officer trainees completed the Special Agents Training Course. This was the fourth running of the course during the fiscal year and brought the total graduates for the year to 64, a number unsurpassed in ~~previous years~~. *recent history.* Another class begins in September.

SECRET

**Page Denied**

~~SECRET~~

29 August 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

25X1

Director of Security

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Week of 22 - 28 August 1985

1. This memorandum is for information only.
2. The activities of the Office of Security during the week of 22 to 28 August were highlighted by the following items:

25X1

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\*e. On 27 August, the Director of Security met with Messrs. Lance Marston and Mark Morse of Hay Associates, the consulting firm hired <sup>BY THE DEPARTMENT OF STATE</sup> to implement the Inman Panel recommendation that a ~~State~~ Bureau of Security, and specifically, a Diplomatic Security Service, be established. This meeting with the Director of Security was one in a series of meetings on <sup>subject</sup> with security representatives from several agencies including NSA and DIA.

\*f. On 28 August, two Physical Security Division managers visited the Defense ~~Investigative Agency's~~ <sup>INTELLIGENCE</sup> Office of Security ~~in the Pentagon and at Bolling Air Force Base~~ to observe the editing and publication of a DIA Counterintelligence and Counterterrorism Vulnerability Analysis. ~~It was felt that the insight gained from these trips would be beneficial to the Division in reviewing and refining its reporting format for security surveys of the~~

\*g. On 22 August, ~~two~~ Office of Security ~~representatives~~ <sup>REPRESENTATIVES</sup> and ~~representatives from the Office of Legislative Liaison met~~ with the new security officer for the Senate Select Committee on Intelligence. ~~The meeting was intended to provide him with general and specific suggestions for enhancement of the security posture within the Committee. Suggestions were offered in such areas as physical security, policy, administrative procedures and personnel reindctrinations and reeducation. Questions he posed relative to his environment and security practices were answered and he expressed his appreciation for assistance provided him by Agency representatives.~~

\*h. During the reporting period, Special Security Center programmers completed writing the necessary software to modify the 4C System (the computerized data base of all Sensitive Compartmented Information accessed personnel within the Intelligence Community) to include a Privacy Act file which will record all disclosures made to 4C consumers from the other existing 4C files. ~~Preliminary plans call for this file to include the date of the disclosure, the requestor to whom the 4C record was disclosed, the purpose of the disclosure and the file from which the information has been disclosed.~~

THE DEPARTMENT OF JUSTICE HAS DETERMINED THAT SUCH ACTION IS NECESSARY TO COMPLY WITH FREEDOM OF INFORMATION AND PRIVACY ACT REQUIREMENTS.

**MEMORANDUM  
OF CALL**

TO:

☐ YOU WERE VISITED BY—

OF (Organization)

☐ PLEASE CALL → PHONE NO. CODE/EXT. ☐ FTS

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

*OK - para \*h.*  
*RFM agrees.*  
*Art OC. SSC*

RECEIVED BY  DATE *8/28/85* TIME

63-109 STANDARD FORM 63 (Rev. 8-76)  
Prescribed by GSA  
GSA GEN. REG. NO. 27

STAT

FOR THE YEAR  
AND BROUGHT THE TOTAL GRADUATES TO 64, ~~ANOTHER~~ A NUMBER

\*i. On 27 August, 17 Security Officer trainees <sup>COMPLETED</sup> ~~received~~ certificates of completion for the Special Agents Training Course. ~~It was~~ the fourth running of the course during the fiscal year (with a total of 64 graduates), a number unsurpassed in previous years. This record will be further enhanced when the fifth running of the Security Officers Training Program/Special Agents Training Course commences in September. ~~ANOTHER CLASS BEGINS IN SEPTEMBER.~~

25X1

PROVIDED

- \* Items which may be of interest to the DCI
- \*\* Limited Distribution

SECRET

WILL WAIT  
UNTIL AUG 15 DATE

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BASIC  
DDA WEEKLY  
LOG  
22-28 AUGUST '88

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**ROUTING AND RECORD SHEET****SUBJECT:** (Optional) PAS Items for the DDA Weekly Log**FROM****NO.****DATE**

28 August 1985

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S  
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

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STAT


STAT

S E C R E T

28 August 1985

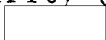
MEMORANDUM FOR: Chief, Policy and Plans Group

FROM:

  
Chief of Operations, PAS

25X1

SUBJECT: PAS Items for the DDA Weekly Log  
(22 to 28 August 1985)


1. No member of the Physical and Area Security (PAS) staff had any contact with members of Congress. 

25X1

2. Physical Security Division

o C/PSD met with representatives of C.A.C.I. - Federal to discuss in broad terms the Agency need for a

  
25X1

*see memo*  
o On 23 August the new SCS security survey ("profile") format was introduced to OSSB and descriptive telepouches sent to the overseas security groups. 

25X1

  
25X1

S E C R E T

S E C R E T

o On 28 August C/PSD and C/OSSB visited DIA's Office of Security in the Pentagon and at Bolling AFB to observe the editing and publication of a DIA Counterintelligence and Counterterrorism Vulnerability Analysis. These trips are in line with our desire to review and refine our own reporting format for security surveys [redacted]

25X1

25X1

o On 22 August, C/DSB met with Chief, Special Security Center, members of Legislative Liaison, and the security officer for the Senate Select Committee on Intelligence to review the committee's security procedures. [redacted]

o [redacted] reported for duty in OSSB on 26 August 1985. [redacted]

25X1

25X1

### 3. Headquarters Security Division

The OSD0 prepared 11 IRs to include:

A Medevac of an Agency employee who tripped on cable lubricant in the 2F corridor of the Headquarters Building. The individual injured her arm and struck her head. After preliminary examination by OMS it was determined that she should be transported to Fairfax County Hospital for observation.

A Medevac of an Allied employee on 23 August who cut his right hand while using the shop ruter. He was treated and transported to Fairfax County Hospital.

On 22 August at 1710 hours the Agency operator transferred a call to the OSD0 from a private citizen who provided information regarding a bomb threat against the President of the United States. The information was relayed to the United States Secret Service who advised they considered this man a crank.

For the week ending 23 August escort requests averaged slightly over 200 per day. These requirements were further satisfied by combining staff escorts with independent contractor escorts. Thirty independent contractor escorts EOD'd on 26 August. [redacted]

25X1

Renovations continue in the OSD0 and HSD front office. It is anticipated that the new OSD0 will be occupied by 20 September. [redacted]


25X1

S E C R E T

The meeting was intended to provide the new SSCI Security Officer with general and specific ~~guidance~~ suggestions for ~~improvement~~ <sup>enhancement</sup> of security posture within the Committee. Suggestions were offered in areas such as physical security, policy, administrative procedures and personnel indoctrinations and reeducation. Mr. \_\_\_\_\_'s questions relative to his environment and practices were answered and he expressed appreciation for the assistance given him.

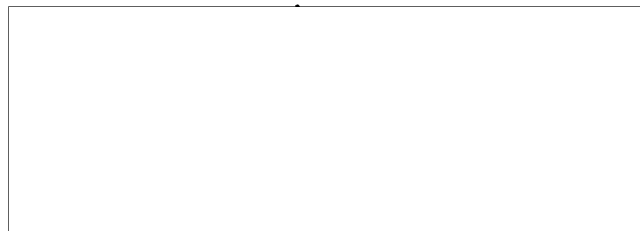
S E C R E T

25X1

 C/ID Section, is attending the  
Supervisory Counselling Course from 26 - 30 August.



25X1



25X1

S E C R E T

**Page Denied**

25X1

25X1

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SSD Weekly Report

FROM:

EXTENSION

NO.

DATE

28 AUG 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)

RECEIVED

FORWARDED

1.

~~C/OPS/PSI~~

2.

ADD/PSI

8/28/85

3.

4.

PPG

8/28/85

5.

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25X1

25X1

FORM  
1-79

610

USE PREVIOUS  
EDITIONS

CONFIDENTIAL

GPO : 1983 O - 411-632

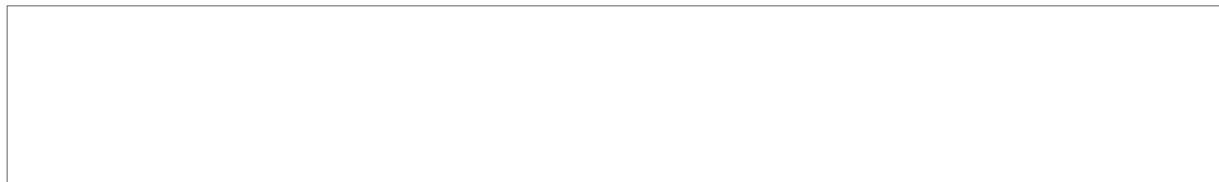
25X1

25X1

**Page Denied**



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25X1

7. The DCI, accompanied by Mrs. Casey, his daughter and her fiance, completed a vacation in Portsmouth, New Hampshire, on 23 August 1985 and returned to New York City for the weekend before returning to Washington, D.C., on 27 August 1985. The vacation visit to New Hampshire was supported [redacted] and the weekend visit to the DCI's Roslyn, Long Island, estate [redacted]

25X1

25X1

25X1

25X1

8. During this reporting period, SSD personnel have not had any contact with individuals from Capitol Hill. [redacted]

25X1

Number of Medical Evacuation Support Cases - 0

Number of Defector Support Cases - [redacted]

25X1

Number of Days Spent on Defector Support Cases - [redacted]  
man-days

Number of Missing Employee Investigations - 1

Number of Cases Involving Assistance to Employees in Serious Personal Difficulty - 0

Number of Meet and Assist Cases - 2

Number of Cases Involving Operational Support to the Directorate of Operations. [redacted] - 5

25X1

25X1

CONFIDENTIAL

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

**Weekly Report of Significant Events**

FROM:

Chief, Polygraph Division

EXTENSION

NO.

DATE

28 August 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)

RECEIVED

FORWARDED

1. C/OPS/PSI

2.

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PPG

8/28/85

fnew

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15.

S E C R E T

27 August 1985

MEMORANDUM FOR: C/OPS/PSI

FROM:

[REDACTED]

25X1

Chief, Polygraph Division

SUBJECT:

Weekly Report of Significant Events  
(22 August - 28 August 1985) [REDACTED]

25X1

1. Headquarter's examiners conducted operational polygraphs in the following areas during the period in question.

[REDACTED]

25X1

2. Polygraph Division is continuing to work on Saturdays with examiners working on a volunteer basis. 14 Subjects were tested on 24 August.

[REDACTED]

25X1

OS/PSI/PD/JTP:sw

ALL PORTIONS OF THIS DOCUMENT  
ARE CLASSIFIED SECRET

S E C R E T

**Page Denied**

25X1

25X1

25X1

ROUTING AND TRANSMITTAL SLIP		Date
		8-28-85
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1.		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*weekly notes attached.*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

Weekly items  
from 0/05 staff meeting 8/27

On 27 August 1985, the Director of Security met with representatives of Hays Associates, ~~Consultants~~ to the ~~Department of State~~ who are assisting ~~the~~  
a consulting firm engaged to assist the Department of State in implementing the Inman Panel recommendations. ~~He conveyed the Agency's support of the Inman recommendations, described the Agency's overseas security organization~~  
~~and~~ He briefed them on the Agency's overseas security program and expressed support for the Inman Panel recommendations.

( presumably has some papers for details on above)

STAT

Call [ ] for an item -  
FOIA and/or privacy request receipts  
were highest for a year (or something  
like that)

STAT

[ ] will provide item on  
no of SORTS graduated in fiscal year  
being highest on record.

STAT

FOIA

PRIVACY

ADMINISTRATIVE - INTERNAL USE ONLY

US  
FILE

09 AUG 1985

NOTE FOR: Director of Security

FROM:   
Chief, Position Management and  
Compensation Division, OP

SUBJECT: Meeting with Hay Associates

STAT

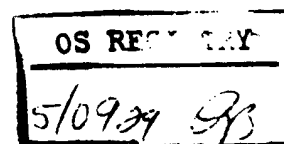
*Bill,*

1. Per our conversation on 8 August 1985, the Department of State has an outside consulting firm, Hay Associates, implementing the Inman Panel recommendation that a State Bureau of Security and, in particular, a Diplomatic Security Service be established.
2. Representatives from State have been in touch with me in my role as Chief, PMCD to assist them with their organizational structure and with advice on how such an organization might go about getting "exempted" like the CIA.
3. State has cleared two people from Hay, Messrs. *Lance Marston* ~~Abraham~~ and Mark Morse. They are working in close contact with three State people that I am aware of: 1) Col. Dick Gannon, representing Bob Lamb, the Asst. Secretary for Management, who is the action officer on this; 2) Nina Stewart from State Security; and 3) Fran Gidez from State Personnel.
4. We anticipated having a meeting today but as I advised you, on 8 August, Mr. Morse contacted me to advise that they preferred to speak first with an individual here at the Agency who was familiar with the Inman Panel and its recommendations. In a subsequent conversation with him, I have been able to clarify that they would like to speak with you; that they are looking for your recommendations about how such an organization might function and any other recommendations that you might have; that the conversation would be off the record (they not looking for criticisms); and that Bob Lamb is aware that they are going around to several agencies (NSA, DIA, etc.).
5. They (I think that means the people from Hay) would like to meet with you early next week to be followed by a meeting with us. I will arrange the meeting after you have discussed it with Harry as you indicated and will clarify who should/will be attending from both sides. I would appreciate you advising me after you have had your discussion with the DDA.

STAT



ADMINISTRATIVE - INTERNAL USE ONLY





CONFIDENTIAL

August 27, 1985

MEMORANDUM FOR: Chief, Policy and Plans Group

FROM:

[REDACTED]

Chief, ADP Systems Branch/OS

25X1

SUBJECT: OS Status Report -- W/E 23 August 1985

Security Communications Improvement Project (SCIP)

o Work continued this week on the development of the initial prototype of the Security Action Tracking System to replace the current CAPER system. This week NOMAD2 menus and procedures were written for the initial input of a case, adding field offices to an existing record, closing the field office portion of a case, and closing an entire case. These menus and procedures are currently being tested. [REDACTED]

25X1

o Libraries and Visual Memory Cabinets were constructed this week for the Security Duty Office. These were set up on the Wang System in the Policy and Plans Group. The inputting of the data onto a separate disk pack on this system will allow the Security Duty Office to be operational as soon as the system is installed in the new Duty Office. [REDACTED]

25X1

o [REDACTED] Wang Alliance systems are installed and operational. A technical security countermeasures inspection was conducted on 23 August by the Technical Services Division/OS. The updated communications equipment will be installed during the week of 3 Sept 85. [REDACTED]

25X1

25X1

o [REDACTED] renovations have been completed and the alarm systems have been installed. A final inspection by OS, RECO and COMSEC is scheduled for the first week in September. The Wang Alliance equipment will be shipped from [REDACTED] on or around 9 Sept 85. [REDACTED]

25X1

25X1

Security Information Management System (SIMS)

o SSB using the SIMS organization 'DBA' continues to delete SIMS records from the database. Approximately 200 deletes were applied since IOC of 1 July. The deletes fall into two categories, 1)

*initial meeting capacities*

-----

[REDACTED]

25X1

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## CONFIDENTIAL

discrepancies in SANCA prior to IOC and 2) records indexed to impersonal subjects that later become subjects themselves.

25X1

- o A test was made using DIT's over-night Batch processing to do name queries. Additional work needs to be done to make the entry changes to the canned VM files that are changed using the Full-screen operation more user-friendly.

25X1

- o SSB has processed 110 cables that were sent from the Defense Investigative Service since IOC requesting name checks. About 90% of the names sent were returned via cable as no-hits with the turnaround time under 24 hours.

25X1

- o A meeting was held with two representatives from the Office of Personnel Management to discuss their upcoming (86-87) automated index project. They were made aware of the data fields that are required by the agency for a machine process name check. However, the volume of names exchanged may not warrant the cost of the interface processes.

25X1

- o The following six Problem Reports were submitted to DIT for resolution:

1. PRO01 - Error message when changing AK type field.
2. PRO02 - First reference not deleted when all references are.
3. PRO03 - Missing name fields on the PERMRPT.
4. PRO04 - Size error on 4th copy of MAI when entering ALIEN NO.
5. PRO05 - Error message using UPDATE1 menu when change AK Names.
6. PRO06 - Missing name fields on the Bi-weekly Alpha Fiche.

25X1

## SCI Access Approval (4C)

25X1

- o Line problems continue with [redacted] requiring it to be reset almost daily. On the 21st, Commo advised that there were no remaining "Good" ports in which to re-patch the line. Air Force also had a line problem on Monday which seemed to clear up after the lines were reset.
- o The console to the Hetra at SAFSP is malfunctioning and has been reported. A call must be made to find a technician who is cleared to check out the problem; otherwise, SAFSP has said they would need to pack up the Delta Data and send it either to Culver City or back here for repair.
- o FBI has expressed a desire to update their access data which is currently stored on a PC at FBI with data from 4C. We have discussed sending them a tape extract similar to that of State Departments if they can use it. Their programmer is going to discuss the options with the user and get back to us.

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Miscellaneous Activities

o [ ] will be on A/L from 23-26 August 1985.

25X1

o [ ] attended a meeting this week on the issue of Records Disposition on Automated Systems. A schedule will be implemented for disposition of records for each automated systems by the Records Management Officer. [ ]

25X1

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[ ]

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